

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE ASSISTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current Fiscal/Administrative Assistant exam list
Location: Fiscal Affairs
Job Posting No: C16-018 (Include Job Posting Number in Cover Letter)
Hours: Monday through Friday, 8 A.M. to 5:00 P.M. with a 1 hour meal period (40 hours per week)
Salary: \$55,797 Annually
Closing Date: Tuesday, November 10, 2015

Eligibility Requirements: Candidates must have applied for and passed the Fiscal/Administrative Assistant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

General Experience: Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Note: Complex clerical work is defined as generally routine fiscal/administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a complete application package by the closing date and include the following:

- 1) Cover letter specifying this Job Posting Number: C16-018
- 2) Completed State application (**CT-HR-12 – available at:** http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)
- 3) Names, titles and phone numbers of two current professional references.
- 4) State employees must attach copies of your two most recent performance appraisals.

Incomplete application packages will not be accepted. Applications must be received by Human Resources before 5:00 p.m. on Tuesday, November 10, 2015 for consideration. Faxes will not be accepted. Send or hand deliver application packages to:

**Human Resources
Davidson Hall – Room 101
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050
(Telephone: 860-832-0031)**

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.